



## **Immigration reimbursement scheme**

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This guidance will be reviewed periodically to ensure it remains relevant and reflects changing legislation and organisational requirements.

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## 1. Introduction

If you're a new or current international member of staff who needs a Tier 1 or Tier 2 visa, Indefinite Leave to Remain (ILR) or EU settlement status to live in the UK and work at the University of Leeds, we can help by reimbursing the cost of your application once you start work.

## 2. Am I eligible?

You'll need to be a new or existing University of Leeds employee who's applying for:

Permission type	Application for a visa on or after
An initial Tier 2 visa	1 August 2017
An extension/renewal of a Tier 2 visa	1 August 2017
An initial Tier 1 (Exceptional Talent/Exceptional Promise) visa <sup>1</sup>	8 November 2018
An extension/renewal of a Tier 1 (Exceptional Talent/Exceptional Promise) visa	8 November 2018
Indefinite Leave to Remain (ILR) in the UK <sup>2</sup>	8 November 2018
Settlement under the EU Settlement Scheme	8 November 2018

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<sup>1</sup> Including the cost of endorsement by one of the Designated Competent Bodies.

<sup>2</sup> You can also reclaim the costs of the Life in the UK test and English language test or UK NARIC fees.

If you have external funding (eg Marie-Sklodowska Curie) which includes an element of mobility allowance and/or which covers the cost of your permission to live and work in the UK, you won't be eligible for reimbursement by the University.

## 3. How much can I claim?

The reimbursement covers the cost of your application by post or online. You can find details of current [Tier 1](#), [Tier 2](#), [ILR](#) and [EU settlement scheme](#) fees on the UK Visas and Immigration (UKVI) website.

If you need to use the UKVI premium/priority service to make your application in person, we'll reimburse the standard cost and, if you wish, you can apply for our [interest free loan](#) to cover the rest. The loan also covers other costs you might incur when coming to the UK, such as the NHS surcharge, UK NARIC fees and costs (including postal/online applications) for your dependants.

## 4. How and when should I make a claim?

The UK tax authority classifies the reimbursement of visa/settlement fees as earnings, so you'll need to be on the University's payroll for us to reimburse you. Once you've started

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work and we've completed 'right to work' checks, you can submit your claim through our online e-Expenses system. There's a step by step guide at the end of this document.

You'll need to provide a receipt/proof of payment to claim back the cost of your application.

### **5. Will I have to pay tax or National Insurance Contributions (NICs) on the reimbursement?**

It depends on your personal circumstances and also where you make the visa application. Generally speaking, if you're applying for an initial visa from your home country, then you won't have to pay tax or NICs when you apply for reimbursement after you start work.

If you're applying to extend your existing visa or switch to another immigration category, or if you're applying under the EU Settlement Scheme, these applications will be made in the UK and so you will have to pay tax and NICs unless you're exempt.

These are Her Majesty's Revenue and Customs (HMRC) rules and the University must abide by them.

### **6. What happens if I stop working at the University?**

If you resign or are dismissed from your employment with the University within a year of the date you submitted the reimbursement request, the University reserves the right to recover 50% of the amount reimbursed from your remaining salary payments or from any other sums due to you.

Where the retained sums don't settle the outstanding balance, you'll be required to repay the outstanding amount within 30 days of written confirmation from the University. Failure to pay in this timeframe may result in interest being charged on the outstanding balance.

### **7. Other conditions**

The University's Immigration Reimbursement Scheme is not contractual and the University reserves the right to amend or withdraw the Scheme.

If you need any further guidance please contact your [Faculty/Service HR hub](#).

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## Using e-expenses to claim back your application fee

### **Before you start:**

- Make sure you have a **receipt** and/or copy of your **confirmation of payment**
  - Know who your **approver** is (this might be your line manager but you should check first)
  - Know your **account code** (this is a local account and is normally the account that pays your salary, but again, please check)
1. Log into [Employee Self Service](#) using your normal Windows username and password
  2. Click **Expenses**
  3. Click **Create Expense Claim**
  4. Select **Non Travel** from the dropdown list
  5. Click **Next Step**
  6. Enter the **start and end dates** of your visa and change the times to **00:01** (for ILR and EU settlement scheme applications, enter the start date and select the following day as the end date)
  7. Click the **small box next to the Approver field**
  8. Click **All Values**
  9. If your approver isn't already listed, type in their **last name**
  10. Click **Start Search**
  11. Select the **right entry** and click **OK**
  12. In the **Purpose of Claim** box, enter "Visa reimbursement" or "EU settlement scheme reimbursement" as appropriate
  13. Click **Create Cost Assignment**
  14. Enter your **account code**
  15. Click **Accept**
  16. Click **Next Step**
  17. Click **Next Step** again
  18. Click **Add receipt**
  19. **Expense type** is "Other Expenses" if you applied for your visa when you were overseas or "Other Expenses Tax/NI" if your application was made in the UK
  20. Enter the **amount in pounds sterling** (this should be the cost of your application (standard service) only; if you have any other costs, they might be covered by the [interest free loan scheme](#))
  21. Enter the **date of your receipt** (or your first day of employment if your visa/settlement was obtained before you started work at the University)
  22. In the **Description** box, type "Visa" and the type (eg Tier 1) or "EU settlement scheme" as appropriate, and the start and end dates
  23. Click **Accept**
  24. Click **Next Step**
  25. Click **Next Step** again to submit your claim
  26. **Print a copy** of your claim and **give it, with your receipt, to your approver** who should sign it and give it back to you
  27. Give the signed copy to your **finance department for processing**